

City of Jacksonville
Housing and Community Development Division
Universal Application FY2019-2020
Frequently Asked Questions

Updated: Friday, February 8, 2019

2019-2020 Universal Application Frequently Asked Questions

Date	Question	Answer
8-Jan-18	I am looking at the grant forms but don't really see the application itself. I may be confused but only see information about grants up to \$15,000 listed. Can you tell me more about the funding limits and where to find the application forms. I am only finding what seems to be attachments and not the full program application.	See supplemental document "To Access an Application" - with specific instruction on how to access an application in the section Universal Application Forms FY 2019/2020 at the following link: http://www.coj.net/departments/neighborhoods/housing-and-community-development
9-Jan-19	Regarding the section three clause below, does "contracts" refer to total project cost, total CDBG award, or individual vendor contract for each rehab element? "Section 3. Contracts in excess of \$200,000 and Subcontracts in excess of \$100,000 awarded to sub-recipients must comply with Section 3 Program guidelines. Activities include (1) housing rehabilitation (2) housing construction and (3) other public construction projects. Applicants requesting \$100,000 or more for Section 3 covered activities must provide procurement policies and procedures that include Section 3 guidelines. (Note: This provision does not apply to gap financing project proposals.)"	Contracts refer to the total CDBG awarded to the agency.
9-Jan-19	The agency plan is to convert an admin building back to residential use for a special needs population. Is equipment permitted (appliances, HVAC, fire system, security systems/cameras)? The agency-owned building was constructed for use as a residential mental health treatment facility. It has since been used as an adolescent group home, substance abuse treatment center, training center (YouthBuild, USA), and most recently, as a foster care administration office. The trustees plan to convert the house back to residential use to serve a special needs population, children with both developmental and mental health disabilities. The aging building requires rehabilitation to meet current code and safety standards.	Yes, construction / rehabilitation improvements of a public facility is permitted and eligible under CDBG Public Facility Improvements.
10-Jan-19	Concerning MATCH – Is the letter from the Agency's Board "designating the resources to the project" in addition to the Board resolution? It seems that would be the case. If so, do you have a sample template you could provide?	Yes, see example documents in the section Universal Application Forms FY 2019/2020 at the following link: http://www.coj.net/departments/neighborhoods/housing-and-community-development . The board could include the match authorization in the resolution or provide a separate letter.
10-Jan-19	Does the COI have to list the city as additionally insured for the application purpose, or can that be added if awarded?	No, for application purposes, the Certificate of Insurance does not need to list the City of Jacksonville as an additional insured.
10-Jan-19	I'm sorry but I don't know what a CAGE # is?	The CAGE Code # indicates you have registered in the System for Award Management (SAM); an official website of the U.S. government. The registration is required to do business U.S. government. For additional information on how to register download the pdf document "FAQ's SAM" in the section Universal Application Forms FY 2019/2020 at the following link: http://www.coj.net/departments/neighborhoods/housing-and-community-development
10-Jan-19	Construction/Rehab projects. For a renovation of event space intended for public use, do we have to have multiple or a certain number of estimates included in the application?	One renovation estimate is sufficient for a construction/rehab project application. If awarded and depending on the amount, additional procurement will be required for contractor selection.
11-Jan-19	Do they have any more workshops scheduled prior to the due date of the CDBG grant?	No, there will be no more workshops prior to the due date of the CDBG grant.
16-Jan-19	The budget form for the 2019-20 Universal Application does not have as many worksheets as in previous years. This year's budget form does not contain the summary and narrative. Is this correct?	Affirmative, there is only one budget form for all project types. The only changes to the FY 19-20 budget form was the addition of the drop down selection of the project type and the fiscal year. There were no summary or narrative areas - these areas were last used FY 2017-2018.
17-Jan-19	Thank you very much. For my question regarding eligibility of equipment purchases, the answer was that construction/rehab is permitted. Should I assume that means yes to equipment purchases being permitted as part of the rehab project?	Yes, equipment purchases are allowed as part of a reconstruction / rehabilitation improvements of a public facility is permitted and eligible under CDBG Public Facility Improvements.
23-Jan-19	For the current CDBG grant cycle (2018-2019), Sulzbacher submitted a budget for, and is being reimbursed for, units of service (nights of shelter). Will the upcoming grant cycle (2019-2020) be the same?	Yes, the upcoming grant cycle (2019-2020) will be the same as the current grant cycle (2018-2019).
24-Jan-19	We had a problem with the application last year because that although we currently have and are applying for an Economic Development grant, the online application would not let us fill out the section of the application that calculates the cost per client served without changing our requested status to public service. Apparently, the online application only recognizes Construction or Public Service. Economic Development is not fully recognized. What should we do this year? Apply as Economic Development and let the cost per client served just show up on the budget form or go in as Public Service and have the category be wrong? Either way, our application is not technically compliant.	The section of the application that calculates the cost per client served has been removed. Please email us if you have any issues with the current FY2019-2020 online application.

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24-Jan-19	In reviewing the grant application material, there is a statement indicating that you must attend one of the workshops. Please note that the grant information was not disseminated until Monday, January 21, 2019, at the community Planet Watch meeting, which is after both workshop dates. I am very aware of most grant writing processes and hope that since the information was distributed after the dates of the mandatory workshops, I can still submit the grant by the deadline of February 8, 2019. Thank you.	The notice to public of the federal grant application availability was posted at the Times-Union Media and The Beaches Leader November 2018 and the information placed on the COJ Housing and Community Development Division portal. All non-profit 501(c) (3) agencies applying for funds are required to attend one of the two application workshops. No applications will be accepted from agencies that have not attended one mandatory application workshop.
29-Jan-19	Our Board has grown to over 25 members. Are we required to get ALL Board Members to sign a Conflict of Interest form or, can we have our Executive Committee and Facilities/Construction Member Committee sign?	Yes, all board members are required to sign the conflict of interest form which states: Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.
29-Jan-19	Would you please clarify the following for the Universal Funding Application FY-2018 FY 2019 documents: Advisory Board List – should this list be names only or is there a need for additional details such as contact information, terms (years) of service, etc.? Conflict of Interest signature – some Board members signed this form for previous years and their forms are on file; may the signed forms be resubmitted or do we need a signature / form dated 2019?	A list of the current board members and the title the person holds in the board, if any. Yes, you need to resubmit for signatures dated for this new universal funding application fiscal year 2019-2020 and all board members are required to sign the conflict of interest form which states: Federal Law prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the funding sources administered through this jurisdiction (1) or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.
29-Jan-19	When completing the funding sources section is CDBG funds considered federal or city dollars?	CDBG funds are considered Federal dollars.
1-Feb-19	Are executive and program job descriptions and pay scales required if no agency salaries are being paid by CDGB or match funds?	Job descriptions and pay scales are required for all individuals who may be billed in the program funding as well as any individual that may be used to document the delivery of the proposed program project.
5-Feb-19	Can you please confirm that the per person cost requested is the CDBG requested amount divided by the total number of persons to be served? Or is it the total program cost divided by the total of person to be served?	The total program cost divided by the total of persons to be served.
5-Feb-19	Is it mandatory to use and include the self evaluation tool in the grant?	It is not mandatory, but as stated in the Workshops, agencies providing an example of a self-evaluation tool as part of the grant will receive five points and all funded agencies will be required, on a monthly basis, to provide a self-evaluation tool.
5-Feb-19	I am wondering if we can ask for more than the “floor” amount of \$15,000? The reason why I’m asking is because what if we only ask for \$15,000 and then there ends up being more funds to distribute around to the agencies. If we only ask for \$15k, wouldn’t that make us ineligible to receive any additional funds if they become available? I didn’t know if we could request more with the understanding that the cap is \$15k.	Yes, the floor amount is the minimum grant amount you can request per application and there is no maximum request amount.
5-Feb-19	In last year’s application, there was a table in which pending sources of funding could be listed. This year, although there is a question asking for the information, there is no spot to include it. What should we do? It was state at the workshop that we would get 1 point credit for pending sources. Since there isn’t a spot, my intention is to build my own schedule an include it with the documentation of commitment. Will it be read? Will we get our 1 point?	In Section VII - Budget there is a table where you can list your sources and in the column Funding Sources you may document the Source and if its pending. Also, below the table there is an area where you will explain why the funding sources are pending.
6-Feb-19	We are having trouble entering data into the grant with a lap top that is Microsoft Edge. It will not allow us to type in it. We are using Microsoft 2016 and internet explorer. Is there anything that we need to do?	For this type of online application technical questions contact StreamLink’s Customer Success Team via the AmpliFund Support Portal (http://amplifund.zendesk.com) - StreamLink Software’s support hours are 8:00 AM – 8:00 PM Eastern (Monday – Friday) Contact Information: - StreamLink Software Support: 216.377.5500 and dial 2 for customer support; then dial 1 for AmpliFund Customer Success
7-Feb-19	I have a question about the Map and census tract. Our agency provides services to the special needs population living in Northeast Florida (Baker, Clay, Duval, St. Johns, Nassau).For grant purposes are you requesting maps and census for all five counties? Or only Duval Count? Additionally, is this information retrievable online?	Maps showing area served and census tract. Duval County maps may be obtained from the public library, the Property Appraisers database and/or the Planning Department. https://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78 Only HOPWA funding can be used for the five counties (Baker, Clay, Duval, St. Johns, Nassau). CDBG and ESG funding are exclusively for Duval County residents.
7-Feb-19	Are executive and program job descriptions and pay scales required if no agency salaries are being paid by CDGB or match funds?	Job descriptions and pay scales are required for all individuals who may be billed in the program funding as well as any individual that may be used to document the delivery of the proposed program project.

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7-Feb-19	<p>For Section 2, Question 4 of the CDBG Application: Are all compliance issues resolved (for any and all outstanding/open City of Jacksonville contracts)?</p> <p>If there have never been any compliance issues that required resolution, is the correct answer "yes" or "no"?</p>	<p>To answer your inquiry of the below question – the answer is Yes, if the agency had any compliance issues and they have been resolved . All agencies will still go through a compliance review before scoring, before contract approval and a few more throughout the fiscal funding year.</p> <p>4.Are all compliance issues resolved (for any and all open/outstanding City of Jacksonville contracts)? Yes_____ No_____</p> <p>If yes is check marked - If the agency has a compliance issue with the City of Jacksonville the application may not be reviewed for funding.</p>
7-Feb-19	<p>Is the Self-Evaluation Tool the same as the 'Project Implementation Plan' and 'Project Goals and Objectives' tables which are imbedded into Section VI?</p>	<p>No, you may submit a self-evaluation tool currently used by your agency or of your liking. On the COJ HCDD webpage there is an example.</p> <p>As mentioned, it is not mandatory, but as stated in the Workshops, agencies providing an example of a self-evaluation tool as part of the grant will receive five points and all funded agencies will be required, on a monthly basis, to provide a self-evaluation tool.</p>
8-Feb-19	<p>Thank yo for the response! Sorry to belabor the point, but just to clarify your answer:</p> <p>"the answer is Yes, if the agency had any compliance issues and they have been resolved ."</p> <p>Is the answer still yes if there were no compliance issues?</p>	<p>The answer would be No as the agencies have no compliance issues.</p>
8-Feb-19	<p>Under project information the application section fields that states "calculated amount of cash march" it is pre-populated, It automatically calculates amount which equates to 50% not 100%? Just want to make sure that this is not going to affect budget scoring in anyway?</p>	<p>No, it will not affect the budget. Document correctly in Section VII - Budget in the sections your Matching/Leveraged Funds, In Kind Contributions, on the Budget Form and provide the pertinent evidence.</p>
8-Feb-19	<p>Thank you for this answer, but I'm confused. Is this something new? We currently receive CDBG, ESG, and HOPWA funding, and I don't believe that we complete and submit anything like this on a monthly basis. I used the narrative and financial sections and the list of required documents to make my checklist of things to collect and provide, so I did not include this on that list.</p> <p>Where would we include this Self-Evaluation Tool in the portal? There is not a place to upload it, and it can't be copied and pasted into to one of the narratives.</p>	<p>No, it's not new; the self-evaluation tool is part of the monthly reports submitted by each agency. If they are not submitting it will be required.</p> <p>In AmpliFund, you may upload in the other documents section and include in the narrative and financial sections of your application.</p>
8-Feb-19	<p>A family foundation that I requested a letter of support from sent me a email. It is just in the body of the email. It's not on letterhead. It does have the name and title of the person sending it. Will that work for a letter of support?</p>	<p>Preferably letterhead, if not received you may upload the email.</p>
8-Feb-19	<p>Thank you for getting right back with me. We have received funding from CDBG since 1991 and ESG since 2011/12; I showed the example to our Quality Assurance Manager, who has been with our agency for 25 years, and she couldn't think of any document like it that we use. I just want to make sure that we don't duplicate our efforts with the limited time we have; if we are already using a self-evaluation tool and aren't recognizing it, it would be best all-around for us to include that instead of creating one based on the example. Could you provide us with a bit more description of what this might look like?</p>	<p>On the COJ HCDD webpage there is an example – see the following link: http://www.coj.net/getattachment/Departments/Neighborhoods/Housing-and-Community-Development/Example-of-a-Self-Evaluation-Tool.pdf.aspx?lang=en-US</p> <p>All funded agencies will be required, on a monthly basis, to provide a self-evaluation tool.</p>